

Quick Start Card

Bank Street **WRITER** *Plus*[™] For the Apple 128K IIe/IIc/IIgs

You can begin writing with the Bank Street Writer Plus as soon as you load the program into your computer. Easy-to-understand instructions on the screen tell you how to proceed. In addition, there is a Tutorial program on the disk which can help you learn to use the Writer.

Before You Write

Make Backup Copies

Your package contains a backup copy of the Program disk. Before using the Dictionary disk, use the disk copy program that came with your computer to make backup copies of both sides of the Dictionary disk.

Run the Writer

Place the Program disk, label side up, into the disk drive and close the drive door; then turn on your computer.

If your computer is already on, insert the Program disk as described above and, while holding down the **Control** and **Open Apple** keys, press and release the **Reset** key. The computer will restart.

40 and 80 Column Versions

The Writer disk is set to run the 80 column version of the program. To change to the 40 column version, use the Utility Program described below. On a IIc, the position of the 40/80 column switch determines which version of the program will run. You can override the Utility Program setting or IIc switch by pressing **4** (for 40) or **8** (for 80) while the Writer is loading.

While Writing

Select Functions

Press **Esc** and a menu of functions will appear. To use a function, simply press an arrow key or the **Tab** key to highlight the one you want to use; then press **Return**. Or, you can select a function by pressing the key on the keyboard that corresponds to the first letter of the function's name. Once you select a function from the menu, you will be offered a more detailed set of sub-functions. Again, you can select one with an arrow key and **Return**, or with a letter key. Then follow the directions as they appear at the top of the screen.

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Using a Mouse If you have a mouse connected to your computer, you can use it to select functions from the menu, to respond to the Writer's Yes/No questions, to move the cursor around in your text, and to mark blocks of text to erase, move or copy. You can switch back and forth between using the mouse and the keyboard at any time.

If You Need Help

Use the Tutorial The Program disk contains a Tutorial program (on the back side of the disk) that will get you started using the Writer. To run the Tutorial, place the Program disk in the disk drive with the label facing down, and then start up your computer in the usual manner.

See a List of Special Keys While writing, press an **Apple** key and ? (for help) at the same time. A list of special command keys and what they do will appear.

Using the Spelling and Word Tools

Before using the spelling tools, be sure that the Dictionary disk is in the disk drive. Side one is the spelling dictionary; side two is the thesaurus. Use the **CHANGE DISK LOCATIONS** function to set which drive is being used for the Dictionary disk.

You can check the spelling of all or part of a document by selecting **SPELL** from the function menu. In addition, while you write, tools are available for use with individual words. Simply place your cursor on (or just after) a word and press:

Apple and **S** to check the spelling of a word;
Apple and **T** to look up a word in the thesaurus; or
Apple and **W** to do a variety of word searches in the dictionary.

Customizing the Program For Your System

Change Disk Locations The Writer is set up to work with one disk drive. If you have more than one drive, a 3.5" disk drive, or other high capacity disk drive, you can use these devices for your data files or for the spelling dictionary and thesaurus. Use the **CHANGE DISK LOCATIONS** function (under **OPTIONS** on the menu) to tell the Writer which drives are being used for which disks.

Use the Utility Program The Writer is ready to use on most systems, but it can also be set up to work with computers and printers connected in various ways. To change settings, call up the Utility program by pressing **Esc** while the program is first loading. The Utility program also contains options to convert DOS 3.3 files to ProDOS for use with the Writer, to copy ProDOS files, and to define printer format commands.